

POSITION DESCRIPTION

Date: 9/7/23

Title: Payroll Analyst

Job Code #: 2134

Salary Grade: 33

Department Name: Finance

Reports to (position): Director of Finance & Corporate Controller

FLSA Status (Exempt/Non-Exempt): Non-Exempt

Position Summary

The Payroll Analyst prepares and processes payroll, and tax reporting. Performs payroll administration, maintenance, operations, access, and training.

Essential Job Functions/Accountabilities

Develops and controls all tasks necessary to accomplish the payroll processing objectives, including relationships with auditors, and state and federal agencies.

Prepares and processes CCOC payroll and tax reporting; Ensures gross pay and withholdings, including garnishments, benefits and taxes, are correct and in accordance with U.S. federal, state, local and international laws; Submits and receives final payroll files; reviews for accuracy.

Responds to employee, management, agency and court information requests/subpoenas.

Reviews and analyzes current payrolls and tax procedures in order to recommend and implement changes leading to best-practice operations.

Responsible for regular preparation of management reports, including weekly, monthly, quarterly and year-end reports (i.e., gross payroll, hours worked, PTO accrual, tax deductions, benefit deductions, etc.)

Prepares Multiple Worksite Reports for ODJFS on a quarterly basis and Workers Comp Wages report on a semiannual basis.

Serves as liaison with payroll vendor/service.

Reviews and uploads employee meal charges into the payroll system; reconciles charges in payroll to the general ledger monthly.

Conducts audits of W-4s, W-2s, payroll balance sheets, YTD earnings, etc. Creates, updates, and provides Time and Attendance reference & instructional materials, manuals, as well as all training of time card editors and new hires at new employee orientation.

Tracks long-term sick hour balances and notifies supervisors and time editors. Communicates with Operations, HR and Finance Departments to review cross-departmental impacts and reconcile data sharing; Communicates with employees and management in a courteous and professional manner.

Assists CCOC accountants with monthly payroll liability reconciliations.

All other duties not specifically assigned.

Position Requirements

Education: College level coursework in Accounting, Human Resources or Computer Science preferred.

Experience: Seven (7) + year’s payroll experience preferred

Previous experience with HRIS systems, such as UKG (Kronos) required

Proficient with Microsoft Office Suite, with advanced knowledge of Excel required

Excellent organizational skills and attention to detail required

Strong analytical and problem-solving skills required

Technical Skills: Payroll processing knowledge and experience with a strong understanding of payroll taxes, FLSA (Fair Labor Standards Act) law and related regulations required

Certifications/Licenses/Registrations: N/A

Management: Describe extent of people management (allocation of work, motivation, coaching, development, performance evaluation). **Describe extent of technical leadership, project management.**

of Direct Reports:

0

of Indirect Reports:

0

of Contractors or Temporary:

0

Does the position customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and does the position have the authority to hire or fire other employees, or the employee’s suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given weight?

KPIs & Financial Responsibilities (budget, revenue):

Does the position have level of budget responsibility, authority and level of control? Does position have divisional, regional, business or group level responsibility?

ADA Requirements

Work Environment:

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

	Frequently	Occasionally	N/A
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing/Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms and Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
After Hours work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel away from Primary location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Work is performed indoors/outdoors with potential for exposure to safety and health hazards related to office work. Could periodically travel to other office and operational sites. The noise level in the work environment is usually moderate.

Physical Requirements:

	1 – 10 lbs.	11-25 lbs.	26-50 lbs.	51+ lbs.	N/A
Lifting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above information on this description has been designed to indicate the general nature and level of work performed by Team Members within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of Team Members assigned to this job.

Work Standards

Works well with patients, physicians, vendors, sales reps and other CCOC employees. Successfully meets Unit Specific Skill Sets. Complies with all Standards of Behavior set forth by CCOC. Adheres to policies and procedures set forth in CCOC Employee Manual. Adheres to the CCOC attendance policy. Follows HIPAA, OSHA and Compliance Plan regulations.

Commitment to Core Competencies

At the CCOC, certain values shape and influence all of our decisions and actions. These core competencies are demonstrated by all employees and contribute directly to results related to: quality and safety, service, people, finance, and operations and growth. As an organization, all employees with patient contact are expected to demonstrate competencies, specific to their job duties, for the following patient population categories:

Elderly, Children, Cardiac, Surgical, Impaired (Hearing/Visual), Cultural, Age.

Employee Statement of Understanding

The above stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all inclusive or to limit the discretionary authority of supervisors to assign other tasks of similar nature or level of responsibility.

I have read and understood the job description for my position. I am able to perform all the essential functions for this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization.

Job Description Employment Acknowledgment

I have received a copy of my Position Description which outlines the summary, responsibilities and qualifications of my position. I will familiarize myself with the requirements and will seek verification and clarification where necessary. Changes in the Position Description will be communicated to me by my supervisor or through official notices or bulletin boards. I accept responsibility for keeping informed of these changes.

Employee Signature

Date

Please Print Name